



Office of the City Clerk

Weekly Report – for Week Ending July 24, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2017 Municipal Election

Staff has begun meeting regarding Candidate filing improvements. Topics discussed include changes to the *Candidate Briefing Presentation* format and better ways to educate candidates about the Nominating Petition processes and filing. Staff continues work on developing training videos about Declaration of Intention and Nominating Petition filing.

Neighborhood Council Elections:

The final Neighborhood Council (NC) ballot voting models were received from Empower LA. These are the business rule definitions that will drive the ballot style layouts in the City Clerk NC candidate processing system and first drafts of the ballot style layouts should be ready for review next week.

Staff met with EmpowerLA and Everyone Counts to discuss various aspects of the upcoming elections, including project timelines, stakeholder registration, and maps.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	18
Number of Notices/Publications	0
Number of Contracts Attested	10
Number of Council Files Created	26
Number of Claims Received	112
Number of Referrals	17
Number of Council Meetings	0
Number of Committee Meetings	0

Neighborhood and Business Improvement Districts:

Assessment data for 25 Business Improvement Districts (BIDs) totaling \$22,604,223.67 were submitted to L.A. County for placement on FY 2015-2016 Secured Tax Roll.

Staff met with the proponent group for the Hollywood Western BID to conduct interviews and select a consultant for the proposed BID, reviewed the Management District Plan and Engineer's Report for the Westwood BID renewal, and processed one Public Records Request.

Systems Disaster Recovery Test - The semi-annual systems disaster recovery test was completed on Saturday, July 18th. Testing scenarios simulated a complete power outage at City Hall and restoring full services from replicated data located at our Piper Tech building.

Digitization of City Council Files - The Records Management Division is evaluating two quotes to digitize a year's worth of City Council Files in order to begin the back scanning of files prior to 2004.

New Records Management Policy Outreach - The Records Management Division is following up with all departments on the notices sent regarding the submission of all departmental records disposition schedules to the City Council. All existing schedules that do not require revisions will be submitted to the City Attorney in early August for review prior to Council submission.

TOP ITEMS

- **Candidate Filing Improvement Discussions in progress**
- **Neighborhood Council Election Project Meetings in progress**
- **Bi-Annual Disaster Recovery Test Completed**



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Fiscal/AB1290/Council - Staff completed the Mayor and City Clerk Year-End Reversion Worksheets, executed 1 new contract, has 9 contracts in progress.

Personnel - Staff conducted 6 New Hire Orientations for the Mayor and Council Offices; coordinated with all Council Offices on the change-out and update of all building access badges; and canvassed all Council Offices and Mayor to coordinate mandatory Sexual Harassment Awareness Training to be held in August and September.

ISSUES

None to report.

UPCOMING . . .

New Council Committee Schedule - A Council Motion will be introduced on Tuesday, July 28 with standing committee schedule of times and dates for Council approval.